

Bank reconciliation - Template

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2024" in the Accounting Statements of the AG agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlights remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: Minstead Parish Council

County area (local councils and parish meetings only): Hampshire

Financial year ending 31 March 2024

Prepared by (Name and Role): Diana O'Grady Clerk/RFO

Date: 16/04/2024

	£	£
Balance per bank statements as at 31/03/24:		
Lloyds Bank Current Account	1548643	38917.41
	account 2	
	account 3	
	account 4	
[add more accounts if necessary]	account 5	
	account 6	
	account 7	
	account 8	
		38917.41
Petty cash float (if applicable)		-
Less: any un-presented cheques as at 31/3/24 (enter these as negative numbers)		
	item 1	
	item 2	
	item 3	
	item 4	
[add more lines if necessary]	item 5	
	item 6	
	item 7	
	item 8	
		-
Add: any un-banked cash as at 31/3/24		
		-
Net balances as at 31/3/24		38917.41